

The Fort Sam Houston CPAC Presents:

# On A "Personnel" Note

January 2012

Vol. 5, Issue 1



## DIRECTOR'S PERSPECTIVE

Written by: Audrey Blake



As we say goodbye to another year, I want to thank all of you who have taken the time to read our newsletter. As we go into 2012, I would like to say, thank you, to Mr. Lionel Lowery, for all his contributions in putting together our Civilian Personnel Advisory Center (CPAC) Newsletter. Lionel will leave our CPAC in January, moving on to a new adventure in El Paso, TX! We wish him the best of luck in his future endeavors!

Typically, what you hear during the New Year are resolutions, that go undone. But for those of you who have witnessed the world of Human Resources (HR) change over the years, promises of change do happen! This year promises to be the most busy yet in the world of HR.

With many new initiatives coming such as, electronic Official Personnel Folder (eOPF), USA Staffing (USAS) that will replace RESUMIX, and a new electronic system for in-processing employees, this promises to be a year filled with lots of new beginnings. There were some things we said goodbye to during 2011...conducting the "HR for Supervisors" course, which was something we were very proud to bring to our customers. We also said goodbye to our virtual staff at Rock Island that serviced HQ MEDCOM and Acquisition communities. We also happily, yet reluctantly, said goodbye to staff members who moved on with spouses or on to other jobs. But even in the face of staffing losses, operating changes, new programs and processes, we will continue to focus on what makes our CPAC re-

*(CONTINUED ON PAGE 2)*

## NC Region Mentor/ Protégé Program

Written by: Cynthia Stovall & Shannon Trejo

From October 2010 through November 2011, we had the opportunity to participate in the North Central Region Mentor/Protégé Program. This initiative was designed to develop and support individuals seeking to enhance their leadership skills. Participation in the year-long program was in addition to our regular responsibilities.

Through individual mentoring sessions, group activities, networking opportunities, and formal training classes, we were exposed to new ideas and viewpoints. We were challenged to

view leadership from a different perspective than what we had been exposed to. This experience helped us lay a solid foundation for future endeavors in leadership positions.

An application and selection process was used for those who wished to participate as a protégé, or as a mentor. Each protégé was then matched with a mentor based on personal and professional characteristics. Both parties had to sign an agreement to illustrate their dedication and commitment to the program.

In October of 2010, at the Region Headquarters in Rock Island, Illinois, we anxiously kicked-off the program. During this initial

*(CONTINUED ON PAGE 2)*

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## DIRECTOR'S PERSPECTIVE

(CONT' FROM  
PAGE 1)

silient in providing good customer service. We also take a moment to remember how blessed we are in this country and thank all our warriors for their service.

Happy New Year!

Audrey Blake  
Director, Fort Sam Houston  
Civilian Personnel  
Advisory Center



## RETIREMENT PREP FOR ARMY CIVILIANS

As employees look toward retirement, many questions arise. This seminar gives participants an opportunity to be part of in depth discussions to ensure a smooth transition into retirement. Attendees will learn about benefits and government insurance programs.

When? February 7, 2011  
CSRS (0700-1000); FERS (1200-1500)

For more information contact CPAC Training at  
(210)221-0639 or (210)221-0210

## NC Region Mentor/ Protégé Program

(CONT' FROM  
PAGE 1)

session, the focus was on setting goals and discussing what the Mentor/Protégé relationship should look like for the next year. We were excited to be part of this group of people who came together to teach and to be taught. The next year was going to be filled with exciting assignments, but we were ready for the challenges that lay ahead.

As the year progressed, we were able to attend classes on Creative Problem Solving, Servant Leadership, and Change Management. We also analyzed literary works with our mentors, completed on-line course work, and personal assessments. Each activity, book, or class we completed helped us develop new leadership skills and brought us that much closer to becoming effective leaders ourselves.

At the end of the Mentor Program we reflected on what we had learned about leadership. We learned that leadership is not simply saying, "I'm in charge." It is a continuous process of learning, growing, and adapting in order to accomplish the mission at hand and to meet the needs of your staff.

## Did You Know?

Written by: Mili Price

We have two new Human Resources (HR) Initiatives coming in February 2012: USA Staffing and the Electronic Official Personnel Folder (eOPF).

In April, the CPAC staff began briefing managers and employees about the new USA Staffing recruitment tool during a series of Town Hall briefings and organization briefings. The briefings discussed the differences between USA Staffing and RESUMIX, and how to apply for jobs using USA Staffing. Please visit our CPAC webpage at (<http://www.samhouston.army.mil/>

[cpac/](http://www.samhouston.army.mil/cpac/)) and click on the USA Staffing logo, to view a recent Town Hall briefing.

The eOPF is the digitized recreation of your hard copy Official Personnel Folder (OPF) which contain the records of your federal work career. It allows employees to access their individual file in order to view, search and print documents through a secure Internet connection. When employees access eOPF, they will see documents maintained in their Official Personnel Folder electronically. Now you will have the ability to monitor your own records to ensure accuracy and integrity.

# USA STAFFING

Written by: Mili Price

As part of the Department of Defense (DoD) hiring reform initiative, all DoD components will transition to web-based software owned by the Office of Personnel Management to fill competitive examining and merit promotion vacancies. During Fiscal Year (FY) 2011 and 2012, the Department of the Army will be deploying this automated system called USA Staffing (USAS).

The vision of the Army Civilian Human Resource community is to provide a single point of entry for all recruitment and hiring activities. USA Staffing is fully integrated with USA-JOBS. With USAJOBS, job seekers can upload their resume into their USAJOBS account and store up to five re-



sumes and up to five supplemental documents such as transcripts, military service records and performance appraisals. Applicants can select the best resume for each application submitted. These stored documents can then be used for jobs throughout Army, DoD, as well as other federal agencies.

Applicants will have a single source for managing and tracking job applications. They can check application status easily because Application Manager accessed through USAJOBS provides easy access to their application status.

USA Staffing will create an application package, which includes a resume, responses to the assessment questionnaire, and supporting documents. To assist in ensuring the application package is complete, the job announcement will identify all required documents. The job applicant will be able to demonstrate job-specific qualifications through this



self-assessment because qualifications and eligibility will be determined based on selected responses to a series of questions in the assessment questionnaire.

Fort Sam Houston will begin using USA Staffing for all recruitment starting February 2012 and will complete any ongoing RESUMIX recruitment.

## 2012 LEAVE YEAR

Written by: Lou Ann Reiser

The leave year for 2012 is one of those rare leave years with 27 pay periods. Per OPM website, <http://www.opm.gov/oca/leave/HTML/Leaveyeardates.asp>, the 2012 leave year begins on 1 January 2012 and ends on 12 January 2013. The cutoff date for scheduling "Use or Lose" Annual Leave will be 1 Dec 12.

Since the leave year will end on 12 January 2013, there will be 27 pay periods in which leave is earned instead of the normal 26 pay periods. For employees carrying a 240 hour annual leave balance into 2012, their use or lose annual leave amount on their first LES for 2012 will reflect the hours of leave they will accrue for the 2012 leave year (i.e. 216 for the 8 hour earning category, 166 for the 6 hour earning category, and 108 for the 4 hour earning category). Of course with 27 pay periods in which leave is earned, it also means there is one extra pay period in which to use it.



For additional information, please visit the OPM website or contact the Labor/Management-Employee Branch at 221-9692.

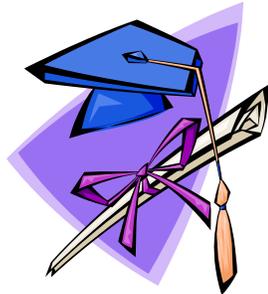
## ACADEMIC DEGREE TRAINING

Written by: John Thompson

The following information is provided as a quick reference for individuals applying for Academic Degree Training opportunities, as well as those responsible for Academic Degree Training administration and processing. This information must be used in conjunction with applicable regulations/directives governing training.

Academic degree training is defined as training or education with the stated objective of obtaining an academic degree. The academic degree must be related to the performance of the employee's official duties and part of a planned, systemic and coordinated program of professional development, endorsed by the Army.

There are two methods for applying. One way is financed through Headquarters, Department of the Army (HQDA) with the Army Civilian Training, Education, & Development System (ACTEDS) central funds. The second way is with local command funds. The application process can be found at the following link for both methods:  
[http://cpol.army.mil/library/train/catalog/pkt\\_adt.html](http://cpol.army.mil/library/train/catalog/pkt_adt.html).



Submission of application packages for Academic Degree Training does not guarantee approval for the program. The availability of Academic Degree Training funds will determine how many application packages are accepted and approved. Assistant Secretary of the Army (M&RA) is the final approval authority for the Academic Degree Training program.

If you have questions, please contact FSH CPAC Training, at 221-9345.

## CFC ROLLOUT

Submitted by: Lissett Perez-Williamson

Despite a very tough economic year, in 2010 and a drop in charitable giving across the country, more than \$281.5 million was donated to the Combined Federal Campaign (CFC). The amount raised was the second highest in the CFC's 50 year history and only less than half a percent below the record set in 2009 of \$282.6 million.

2011 marks the 50th anniversary of the CFC and the new campaign rollout September 1, providing members of the Joint Base San Antonio and Fort Sam Houston communities a chance to donate to numerous charities.

Fort Sam Houston CPAC has exceeded their contribution goals by 24% this year alone. President Kennedy created CFC to streamline



and facilitate the process for Federal employees to donate to charities. Every

year, there is a "season" during which Federal employees can donate to the charity of their choice from a list of vetted organizations.

CFC is the world's largest and most successful annual workplace charity campaign, with more than 200 CFC campaigns throughout the country and internationally to help to raise millions of dollars each year. The Campaign season begins (September 1 to December 15).

For a list of this year's agencies, click on <http://www.cfcsanantonio.org/Pages/Federation%20Intro.html>

Ref: <http://www.samhouston.army.mil/pao/announcements.aspx>

## REVIEWING AND UPDATING YOUR EMERGENCY CONTACT INFORMATION

Written by: Diana Kent

As a general reminder, employees can now enter their Emergency Contact information through My Biz. After logging into My Biz, click on "Update My Information", click "ACCEPT" on the Privacy Act Statement screen, and then click the "Emergency Contact Information Tab and follow the instruction to "Update", "Remove" or "Add" data.

The "Add" button allows you to add information about the person you want contacted in the event of an emergency. You have the option of designating more than one person as an Emergency Contact, but only one Primary Contact.

To revise or erase records, select the radio button next to the record you wish to change, then select the "Remove" or "Update" button.

It is suggested that at least two contacts be identified. One should be local and readily accessible, and the other someone who is not located within a 100 mile radius of your home or place of work. Please note that the information provided here will be viewable by your supervisory chain and HR Office in the event of Natural Disasters or National Emergencies.

For more information and guidance you can access the My Biz Self Service Users Guide, Chapter 3 link: [http://www.cpms.osd.mil/hrbits/selfservice/selfservice\\_userguide.aspx](http://www.cpms.osd.mil/hrbits/selfservice/selfservice_userguide.aspx).

If you have additional questions, contact the Ft Sam Houston Civilian Personnel Advisory Center at 210-221-2526/2934.



## ON THE MIC... With **Yolanda Lopez**



Each month we are going to pick a different CPAC employee to showcase in the newsletter. These people work hard and should be recognized!

If you have recently visited the CPAC and feel someone deserves to be 'On The Mic,' just send an email to [Q.Lowery@us.army.mil](mailto:Q.Lowery@us.army.mil), Subject line: On a Personnel Note.

Name: Yolanda Lopez

Branch: LMER

Hometown: Sunnyvale, California

### **What is your favorite holiday memory?**

It would have to be dressing my grandbaby up in a Santa Clause outfit for her first Christmas. I probably took twenty pictures of the same pose. She wasn't doing much, but I was clicking away!

### **How long have you been working with the CPAC?**

I have been working at the FSH CPAC since April 2008.

### **Didn't you previously work upstairs in the Staffing and Classification? Why did you want to make the transition to the Labor Relations side of the house?**

Yes, I did work upstairs doing Staffing and Classification for some time. I wanted to make this transition for not only a change, but the

*(CONTINUED ON PAGE 6)*

## WEINGARTEN RIGHTS

Submitted by: Lou Ann Reiser

Title 5, U.S.C., Chapter 71, is commonly referred to as the “Federal Service Labor-Management Relations Statute,” or the “Statute” for short. It governs the Federal sector labor relations program throughout covered government agencies for over 1.9 million employees.

One requirement of the Statute is that agencies must annually remind bargaining unit employees of their right “Weingarten Rights.” However, some may not know what a “Weingarten Right” actually stands for. A duly recognized Union is entitled to represent bargaining unit employees in meetings with management in connection with an investigation. The Federal Labor Relations Authority (FLRA), the Federal agency charged with the administration and enforcement of the Statute, has consistently held that three conditions must be met for a meeting to be considered a “Weingarten” meeting: (1) one or more agency representatives are examining (questioning) a bargaining unit employee in connection with an investigation; (2) the employee reasonably believes that the examination may result in disciplinary action against the employee; and (3) the employee requests Union representation.

In accordance with 5 U.S.C. 7114(a)(3), agencies shall annually inform its employees of their rights under paragraph 7114(a)(2)(B) to request Union representation in meetings with management in connection with an investigation if the criteria short forth above are met.

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at—



nity to be represented at—

(B) any examination of an employee in the unit by a representative of the agency in connection with an investigation—



(i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) the employee requests representation.”

Questions regarding “Weingarten Rights” or general questions regarding the Federal Service Labor-Management Relations Statute may be directed to the staff of the Labor, Management-Employee Relations Division, Fort Sam Houston Civilian Personnel Advisory Center, at 210-221-9692.

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## ON THE MIC...

(CONT' FROM  
PAGE 5)

great opportunity that was presented. I have previously served in different positions pertaining to Management-Employee Relations, and actually started my civilian career as a Management-Employee Relations Personnel Clerk.

### **What is your favorite part about working at the CPAC?**

It would definitely have to be the people. Not only are my coworkers great, but the interaction with the customers is nice also. As being a part of the HR field on many different levels throughout my career, the service that FSH CPAC provides extends beyond telephone wires or emails. Our face-to-face interaction with the managers and/or supervisors is crucial and essential. I like seeing customers leave satisfied with the service that we provided them. I just think that is something embedded in us that are in the HR field.

## HR TOOLKIT: NEWS YOU CAN USE!

Written by: Terri Wren

HR Information Systems has given supervisors and managers access to more information and improved their ability to organize their respective staffs with two great applications; Self Service Position Hierarchy (SSPH) tool and the Position Designation Tool (PDT).

How would you know if the correct supervisor was indeed supervising the right employee? The SSPH tool allows supervisors and managers to update and modify the overseeing supervisors for each employee in their organizational hierarchy through CSU. After logging into CPOL, individuals navigate to the Manager tab and access the tool through the Employee Data or Org Structure Portlets. For more information, you may access the step-by-step guide through the following link: <http://www.samhouston.army.mil/cpac/documents/SSPH.pdf>.

Another great instrument is the Position Designation Tool. This tool assists with correctly documenting security requirements for positions in the competitive service, positions in the excepted service in which the incumbent can be non-competitively converted to the competitive service, senior executive service positions, and NAF employees hired for six months or longer. The position designation decisions will be documented via the Position Designation of National Security and Public Trust Positions webpage located on OPM's Federal Investigative web site at the following link: <http://www.opm.gov/investigate/>.

Our role as the CPAC, is to assist you in the use of PDT. If the PDT decision sheet is not provided, the HR Specialist will contact the Selecting Official directly.

If you have any questions regarding either tool, please contact your servicing HR specialist.

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## NAF'S NOOK: NAF WELCOMES NEW EMPLOYEE

Submitted by: Scott Grey

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC), NAF HR Office is pleased to welcome one of their newest employees, Mrs. Giselle Sheets.

Mrs. Sheets is the new NAF Human Resources Specialist coming to the CPAC from the Heidelberg NAF HR Office where she served as the Lead NAF HR Assistant. Mrs. Sheets is returning to Ft. Sam Houston after working in this NAF HR Office previously and is welcomed by former coworkers and friends. Living the life of a military spouse, Giselle has been given the opportunity to work in the Ft. Campbell, Ft. Stewart, Heidelberg, Germany and Ft. Sam Houston NAF HR Offices, assignments which have allowed her to gain 7 years of experience with NAF Human Resources.

Giselle, welcome to the NAF veterinary mission!

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## LEADERSHIP QUOTE OF THE MONTH

“If your actions inspire others to dream more, learn more, do more and become more, you are a leader.”



- John Quincy Adams

## REMINDER: FSH CPAC OFFICE CLOSURE— PROFESSIONAL DEVELOPMENT TRAINING

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) will be closed the first Wednesday of each month from 2:00pm to 4:00pm.

We appreciate your patience and support during this time. The FSH CPAC staff will return phone calls, during the next business day.

## HAIL AND FAREWELL

**WELCOME!**



Giselle Sheets



**GOODBYE:(**



Danielle White  
Deena Belamy  
Gene Hill  
Jenell Hunter  
Jennifer Kissee

Lionel Lowery  
Michelle Mallet  
Resi Cales  
Tanisha Garrido

We want to hear from...

# YOU!

The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) would like to hear from you, our valued customers. We welcome you to e-mail us any topics you would like addressed in future issues of the *On A "Personnel" Note*. Topics should be general in nature and address a wide audience vs. questions that are personal in nature. If you have individual questions, please do not hesitate to call your staffing Human Resources Specialist at any time. We

look forward to hearing from you!

Please submit your requests to .....

Visit our website at

<http://www.samhouston.army.mil/cpac/>

for more information

(Bldg 144, FSH CPAC)



## Army Civilian Corps Creed

I am an Army Civilian – a member of the Army Team

I am dedicated to our Army, our Soldiers and Civilians

I will always support the mission

I provide stability and continuity during war and peace

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage

I am an Army Civilian

